

FILE LAYOUT INFORMATION FOR COUNTIES

Revised 11/18/2009

Please note changes from prior years highlighted in yellow.

Overview

In order to import data into the State Board of Accounts Annual Report program, you must create the files below and copy them into the Annual Report folder. Then, open the Annual Report program, go to the System Menu, select Import Data Files and click OK. This will import the data for all available files.

After the data is imported, go to the Reports Menu, select Exception Reports, and then print the exception reports for each file that was imported. This will tell you if you have any fund or revenue codes that are incorrect. These must be corrected on your accounting system and then imported again into the Annual Report program. If there are any exceptions or errors, the system will not work correctly because it will not recognize the fund and revenue codes. Incorrect data will not be accepted.

After there are no exceptions on the Exception Reports, then the user can display the data entry screens, print reports, or modify data in the system. The user should enter the rest of the annual report that was not imported from their accounting system, such as Part 4 Cash and Investments.

When all of the data is entered and correct, then the user would go to the System Menu and select Download Data to copy the data files on a CD, floppy disk or other media to send to us. The data can also be emailed.

There is also an Export Data option on the System Menu. This exports the unit name file, fund name file, expense account file, and revenue account file in a text format so that they can be read into other applications. This can be used to update the data files in your system.

If you have any questions, contact Linda Baker at lbaker@sboa.in.gov or at (317)232-4958.

Fund and Revenue Codes

A list of the unit id numbers, fund numbers and revenue codes are on are web page at: <http://www.in.gov/sboa/resources/vendorinfo/>. If you have one that is not listed, contact Linda Baker by email at lbaker@sboa.state.in.us to get the correct code. If you are using the State Tax Board codes, contact Linda Baker by email at lbaker@sboa.state.in.us to get a file that converts the Tax Board Codes to the ones used in this system.

Example File Layout

An example of a file layout for the BEGBAL file is as follows:

```
2009281000001001#####216579.3500100#####
#####¶
2009281000002017#####-5479.2200222XYZ#DONATION#####
#####¶
2009281000006100#####12118.2200777#####WATER##
#####¶
```

Note: # indicates where the spaces are. Paragraph symbol shows end of line marker.

File Name: HEADER

File Description: This file contains the information on the cover page of the annual report. This file will have one record for each unit.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Federal Id	Numeric	9	Do not include hyphens
Unit Name	Character	35	
Official's Last Name	Character	25	
Official's First Name	Character	25	
Official's Middle Initial	Character	1	
Official's Title	Character	25	
Address Line 1	Character	25	
Address Line 2	Character	25	
City	Character	25	
County Name	Character	35	
Zip Code	Numeric	9	Do not include hyphens
Phone Number	Numeric	10	Do not include hyphens
LEAVE BLANK	Character	24	Leave Blank; fields not used.
Email	Character	40	Email address

File Name: BEGBAL

File Description: This file contains the beginning cash fund balances on Part 1 of the annual report. There should be one record for each fund.

Fields:

<u>DESCRIPTON</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Fund Type	Numeric	2	See Fund Code List
Fund Code	Numeric	3	See Fund Code List
Beg Cash Fund Balance	Numeric	14	DO NOT include investments on hand. Include decimal point and sign (if negative).
Unit's Fund Number	Numeric	5	Fund Number from Unit's accounting system
Unit's Fund Name	Character	35	Specific fund name, if different from SBOA Table
Enterprise Name	Character	50	Name of Enterprise. For use with Enterprise funds only. For example, Water Utility.

File Name: TAXDISTR

File Description: This file contains the detail of the tax distribution fund (10888). If the county is not using the tax distribution fund on Part 1, but is showing all of the tax distributions in separate funds, then this section is not needed. There is a record for each tax distribution.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Title	Character	35	Name of tax distribution
Begbal	Numeric	14	Include decimal point. Balance at Jan 1.
Receipts	Numeric	14	Include decimal point. Receipts for the year.
Disburse	Numeric	14	Include decimal point. Disburse for the year.

File Name: RECEIPTS

File Description: This file contains the receipts on Part 2 of the annual report. There is a record for each revenue code by fund. **Note: The Unit's Account Number field has increased in size from 10 to 15 characters.**

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Fund Type	Numeric	2	See Fund Code List
Fund Code	Numeric	3	See Fund Code List
Revenue Code	Numeric	5	See Revenue Code List for Cities
Amount	Numeric	14	Include decimal point.
Unit's Account Number	Numeric	15	Revenue Acct No. from Unit's system
Unit's Account Name	Character	50	Specific Account name, if different from SBOA table

File Name: DISBURSE

File Description: This file contains the disbursements on Part 3 of the annual report. There is a record for each expenditure classification by fund. The name of this file must be disburse.txt.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See County List.
Unit Type	Numeric	1	See County List.
ID Number	Numeric	4	See County List.
Fund Type	Numeric	2	See Fund Code List.
Fund Code	Numeric	3	See Fund Code List
Department	Numeric	3	See Fund Code List. Enter 0 if no dept.
Expenditure Classification	Numeric	5	See Disbursement Code List.
Paid To	Character	35	Leave Blank. Not used by counties.
Amount	Numeric	14	Include decimal point.

File Name: INVEST

File Description: This file contains the cash and investments on Part 4 of the annual report.

There should be a record for each investment of the governmental unit on hand at year end and for each checking account, change fund and/or petty cash fund at year end.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Investment Code	Numeric	5	10100 for Cash accounts 10300 for Investments
Account Number	Character	25	The number on the investment, savings account number or checking account number.
Purchase Date	Date	8	The date the investment was purchased or the date of the last renewal. Omit for savings accounts and cash accounts. In form YYYYMMDD.
Fund Type	Numeric	2	See Fund Code List
Fund Code	Numeric	3	See Fund Code List. Omit for cash accounts.
Description	Character	25	The type of investment. (ie, Certificate of Deposit, Savings Account, Repurchase Agreement, Treasury Bill, Notes and Bonds) or the name and type of each checking account, change fund and/or petty cash fund.
Maturity Date	Date	8	Omit for savings accounts and cash accounts. In form YYYYMMDD.
Interest Rate	Numeric	7	Include decimal point and no more than 3 decimal places. Omit for cash accounts.
Amount	Numeric	14	Include decimal point. This is the ending cash or investment balance.
Begbal	Numeric	14	Include decimal point. This is the beginning investment balance. To be used for investments only.

File Name: DEBT

This section is not in use for 2009.

File Name: GRANT

This section is not in use for 2009.

File Name: NONGOV

File Description: This file contains the information on financial assistance you provided to nongovernmental entities (i.e. not-for-profits) during the year on Part 10 of the annual report. Enter a record for each entity that was provided assistance.

Examples of nongovernmental entities that you might provide funding to include: Convention and Visitors Bureaus, Volunteer Fire Departments, Senior Citizen Centers, Councils on Aging, Historical Societies, Day Care Centers, Humane Shelters, Chambers of Commerce, 4-H Clubs, Private/Religious Schools, YMCAs, Youth Leagues, etc.

Do not include amounts you pay to vendors for goods or services.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Federal ID	Numeric	9	Federal ID number of entity provided assistance, if known. Do not include hyphens.
Unit Name	Character	35	
Address Line 1	Character	25	
Address Line 2	Character	25	
City	Character	25	
State	Character	2	
Zip Code	Numeric	9	Do not include hyphens.
County Name	Character	35	
Entity's Operating Officer	Character	35	
Phone Number	Numeric	10	Do not include hyphens.
Funding Description	Character	35	(i.e. Fire Protection)
Amount	Numeric	14	Include decimal point.

File Name: UTILITY

File Description: This file contains the enterprise fund/utility information on Appendix A of the county annual report. This is for all enterprise type funds, not just utilities. For example, golf course, convention center, airport, or any other enterprise funds. **Note: The Unit's Account Number field has increased in size from 10 to 15 characters. This is only for CASH utilities, not accrual.** Receipts and disbursements are entered for all enterprises.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Fund Type	Numeric	2	See Fund Code List
Fund Code	Numeric	3	See Fund Code List
Chart of Accounts Code	Numeric	5	See Chart of Accounts. Codes that start with 1 are asset accounts 2 are liability accounts 3 are revenue accounts 4 are disbursement accounts
Organizational Unit	Numeric	2	See below for more details.
Amount	Numeric	14	Include decimal point.
Unit's Account Number	Numeric	15	Revenue Acct No. from Unit's system, if different from SBOA table.
Unit's Account Name	Character	50	Specific Account name, if different from SBOA table

Valid Organizational Unit codes:

The organizational unit code (or function) is only used for **operating disbursements**. The account number for **Operating Disbursements** begins with 41. For example, 41101, Meter Reading Labor is an operating disbursement. Enter a zero for everything else. **If you do not track disbursements by function, use code 29 (General Categories) for all operating disbursements.**

Organizational Unit Table

20=SOURCE OF SUPPLY/EXPENSE-OPERATIONS	21=SOURCE OF SUPPLY/EXPENSE-MAINT
22=WATER TREATMENT EXPENSE-OPERATIONS	23=WATER TREATMENT EXPENSE-MAINT
24=PRODUCTION AND SUPPLY	25=POWER PRODUCTION
26=STORAGE	27=TRANSMISSION/DISTRIBUTION-OPERATION
28=TRANSMISSION/DISTRIBUTION-MAINT	29=GENERAL CATEGORIES
30=COLLECTION SYSTEM-OPERATIONS	31=COLLECTION SYSTEM-MAINTENANCE
32=PUMPING-OPERATIONS	33=PUMPING-MAINTENANCE
34=TREATMENT AND DISPOSAL OPERATIONS	35=TREATMENT AND DISPOSAL MAINTENANCE
36=CUSTOMER ACCOUNTS	37=SALES EXPENSE
38=ADMINISTRATION AND GENERAL	39=RECLAIMED WATER TREATMENT OPERATION
40=RECLAIMED WATER TREATMENT-MAINT	41=RECLAIMED WATER DISTRIBUTION-OPER
42=RECLAIMED WATER DISTRIBUTION-MAINT	43=TRANSMISSION
44=DISTRIBUTION	